


## SUSPEND EMPLOYER ACCOUNT

### Introduction

This section of the document will explain how an authorized user can request for an employer account suspension. The employer account suspension can occur with or without DUA approval/intervention. If the reason for your request is permanent closure of business and if your account meets certain criteria, the system will suspend the account immediately. In other cases, the request must be reviewed by authorized DUA staff to approve or deny the suspension.

### Step-by-Step Instructions:

1. Navigate to the account maintenance home page using the instructions provided in the section – 'Navigating to Account Maintenance'.
2. Click on the 'Suspend Employer Account' link from the list of available maintenance functions. The screen shown below will appear. Enter the reason for suspension and other requested information. Click 'Next' to continue.



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\* Indicates Required Field

Employer Home

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Account Maintenance

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- Maintain Owners/Officers
- Maintain Employer Reporting Units
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- Request Worker Status Determination
- UI Contribution Rate Maintenance
- **Suspend Employer Account**
- View Rate Notice
- Voluntary Contribution
- Third Party Administrator (TPA) Authorization
- View Employer Name Change History

Benefit Charge Activities

Collections

Correspondence

Employment and Wage Detail Reporting

History

Payment Information

User Maintenance

**Employer Information**

Employer Account Number: **08**
Employer Name: **INC**

**Suspend Account**

Use this screen to provide information regarding the suspension of your Employer Account.

Reason for Suspension:

Select one \*

Date of Last Wages Paid:

\*

Bankruptcy Case Number (if known):

(required only if the reason for suspension is bankruptcy)

State where Bankruptcy was Filed (if known):

Select one \* (required only if the reason for suspension is bankruptcy)

**Contact Information**

Contact information is required in case this Agency needs to obtain additional information.

First Name:

\*

Last Name:

\*

Address Line 1:

\*

Address Line 2:

City:

\*

State:

MA - Massachusetts v

Zip Code:

Country:

US - United States Of America v

Phone:

ext.

Fax:

Email:


By selecting "Next" I hereby certify that the information provided herein are true and correct to the best of my knowledge and belief. THIS STATEMENT IS MADE UNDER THE PENALTIES OF PERJURY.

Next

Reset

3. If the reason for suspension is anything other than 'Permanently discontinued', you will be asked to provide additional information before the certification step. Otherwise, you will be asked to certify your suspension request.

4. Click on 'Submit' to certify your request.



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**Employer Information**

Employer Account Number: **08**
Employer Name: **INC**

**Suspend Account Summary**

If the following information is correct, select "Submit" or select "Previous" to make any necessary changes.

Reason for Suspension: **Permanently discontinued**

Date of Last Wages Paid: **10/1/2009**

Bankruptcy Case Number:

State where Bankruptcy was Filed:

**Contact Information**

First Name: **J**

Last Name: **J**


Address: **xxxx  
Boston, MA 02114  
United States Of America**

Email:

By selecting "Submit" I hereby certify that the information provided herein are true and correct to the best of my knowledge and belief. THIS STATEMENT IS MADE UNDER THE PENALTIES OF PERJURY.

Previous
Submit

5. A confirmation of your request will be displayed.



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- View Employer Name

**Employer Information**

Employer Account Number: **08**
Employer Name: **INC**

**Confirmation of Suspension of Account**

**The Massachusetts UI Program records indicate that you suspended your UI account effective 10/1/2009.**

IMPORTANT: Read instructions here.

**REPORTING REQUIREMENTS FOR SUSPENDED ACCOUNTS**

You are responsible for filing quarterly employment and wage detail reports for all quarters in which you pay wages to any person working or living in Massachusetts. These reports are due on the last day of the month following the end of the calendar quarter.

If suspended mid-quarter and no continuing monies are to be reported to Department of Revenue (DOR), you may submit the employment and wage detail immediately after the effective suspension date.

Interest is assessed for any payments that are paid after the due date. To avoid assessment of interest, please submit your employment and wage detail reports on a timely basis until the suspension date, even if there are no wages to report.

**REVIVAL OF ACCOUNT**

If you resume operations again under the same legal entity, and again pay wages, you must reinstate your UI account. For information regarding revival with the Massachusetts UI Program, please refer to [www.mass.gov](http://www.mass.gov)

**DEBT FOLLOWING SUSPENSION**

If this account has unpaid debt, that debt must be paid even though the account has been suspended. Interest will accrue until the debt has been paid.

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